



Job Posting

Position Title: Educational Assistant

Reports To: Kelly Benton

Location:

Tennessee School for the Blind
114 Stewarts Ferry Pike
Nashville, TN 37214

Position Description: This position serves under the direct supervision of a classroom teacher or another professional who has ultimate responsibility for the design and implementation of educational programs and services.

Specific Position Responsibilities:

- Perform duties that are instructional in nature or deliver direct services to students with visual and/or multiple impairments.
- Support teacher(s) working with individual or groups of students and work alongside and under the guidance of teachers.
- Assist teacher(s) with systematic record keeping systems.
- Understand both long-range and short-term educational goals and objectives for each student.
- Assist with preparation of classroom materials.
- Assume responsibility for carrying out instructional activities as planned by the teacher in his/her absence.
- Assist teacher(s) in preparation and administration of tests and other evaluative procedures.
- Maintain a positive learning environment and assist students with conflict resolution.
- Handle stressful situations with patience, calmness and self-control.
- Communicate verbally and in writing in a positive manner with all staff members.
- Willingly accept assignments and responsibilities.



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- Assist students with personal hygiene needs and activities of daily living.
- Adapt to changes in classroom setting, new policies and procedures and demonstrate flexibility to assume varied responsibilities.
- Be open to suggestions and constructive criticism from supervising teacher and administration.
- Actively participate in staff development and training sessions.
- Seek out opportunities for growth.
- Maintain strict confidentiality about students and their records.

Qualifications:

- High School Diploma or GED [REQUIRED]
- Must have passed the Paraprofessional PRAXIS prior to offer of employment. (REQUIRED)
- Two years of college [PREFERRED]

Knowledge, Skills and Abilities:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork
- Some experience working with children who have special needs (PREFERRED)
- Basic knowledge and ability on how to use a computer
- Ability to be flexible and follow directions
- Dependable with good attendance and punctuality

Conditions of Employment

- Selected applicants must verify experience / highest degree held.
- Direct deposit of paycheck on a 10 month schedule is required.
- TSB is a non-smoking facility in its entirety.



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- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to june.batty@tsbtigers.org. Applications are due by [December 15, 2016](#).

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